

**Section V: AVIATION MATERIAL****Subsection 1: GENERAL****3315 FLEET RATIONING CONTROL OF AERONAUTICAL MATERIAL**

1. GENERAL. When material availability is limited, to the extent that fleet requirements must be satisfied per strict military operational need, fleet rationing control may be assumed by COMNAVAIRPAC or COMNAVAIRLANT, via the Aviation Material Office, Atlantic. For material so designated (regardless of cognizant symbol assigned), AVNMATOLANT and COMNAVAIRPAC shall exercise control over fleet allocation, distribution and reporting.

2. CONSOLIDATED FLEET CONTROL MATERIAL LIST. The Consolidated Fleet Control Material List (CFCML) is a comprehensive listing by National Item Identification Number (NIIN) sequence of all fleet controlled material. After the Type Commander and item manager have considered the anticipated criticality of supply assets, items are included in the CFCML. Copies of the CFCML are available to all activities from the appropriate fleet control agent. Detailed policy governing instructions applicable to requisitioning and reporting of items included in an CFCML are contained in COMNAVAIRLANT/PACINST 4470.2 (series).

**3316 REQUISITIONING CHANNELS**

The requisitioning channels for most aviation material requirements, including catapult/arresting gear and photographic materials are provided in COMNAVAIRPACINST 4235.1. The requisitioning channels for aviation material requirements for Atlantic Fleet and Pacific Fleet ships supporting light airborne multipurpose system (LAMPS) and Vertical Replenishment (VERTREP) helicopters are listed in COMNAVSURFLANTINST/COMNAVSURFPACINST/COMNAVAIRLANTINST/COMNAVAIRPACINST 4420.3A.

**Subsection 2: AIRCRAFT ON EXTENDED FLIGHTS****3330 PROCUREMENT OF MATERIAL, SERVICES, FOOD, AND LODGING**

Material and services required to enable aircraft to continue assigned missions, as well as food and lodging for aircraft pilots and crews while on flying duty away from their home station, may be procured from U.S. Naval activities, other government departments, or commercial sources.

**3331 FLIGHT PACKETS**

1. GENERAL. Supply or material control officers of aviation activities maintain flight packets for issue to pilots making extended flights. Flight packets will contain instructions and forms to assist pilots of aircraft on extended flights to provide whatever may be necessary to complete the assigned mission(s). (The term "pilot", as used in this section, applies to pilot, copilot, and or crew chief.)

2. ITEMS INCLUDED. Each aircraft making an extended flight will be provided with a flight packet containing the following items:

a. Procurement documents:

(1) DD Form 1348 (6 part) to requisition required materials (excluding all aviation fuels and lubricants);

(2) Standard Form 44 (Purchase Order Invoice Voucher) to procure fuel from non-DESC contracted locations and when an AIR card-accepting merchant is not available. The aircraft is authorized to use the SF44 in accordance with local purchasing procedures.

(3) DD Form 1896 (white Identaplate). Identaplates are plastic identification cards embossed with specific aircraft and billing information. An Identaplate may be presented by an ordering official prior to refueling on military installations or foreign military bases only.

b. Instructions for safeguarding and shipping damaged aircraft;

c. Instructions for procuring services and supplies (including multi language billing instructions);

d. Statement of Witness (Standard Form 94);

e. Claim for Damage or Injury (Standard Form 95);

f. Indelible pencil or ball-point pen, and carbon paper;

g. Engineering Investigation Reports (reference COMNAVAIRFORINST 4790.2 series (NAMP Manual));

h. Visual Information Display System/Maintenance Action Form (VIDS/MAF) (OPNAV Form 4790/60).

i. Fuel Sample Log Sheet

- j. Air Card (see par. 3334)
- k. At least three oil sample kits for applicable TMS aircraft scheduled for extended cross-country flights.

### 3. PRETYPED INFORMATION

- a. DD Form 1348. The following information will be pretyped on the DD Form 1348s included in flight packets (see sample on following page):

<u>Data block/ Card columns</u>	<u>Entry</u>
B	Service designator code, UIC, and name of squadron or other unit to which the aircraft is assigned. Pilot will enter his name, grade/rate, and social security number.
1-3	"A0A"
7	"O"
30	"R" for Pacific Fleet operating units; "V" for Atlantic Fleet operating units; or "N" for other than Pacific Fleet or Atlantic Fleet operating units.
31-35	UIC of the squadron or other unit to which the aircraft is assigned.
40-43	Requisition serial number.
44	"R" for requisitions for POL products; "N" for all other material or services.
45	Service designator code (R, V, or N) applicable to the UIC in cc 46-50. If no UIC in cc 46-50, leave blank.
46-50	UIC of the activity to which charges will be billed, if other than that in cc 31-35; otherwise leave blank.
51	"B" if a UIC in cc 46-50; otherwise, "A".
52-53	Fund code applicable to aircraft type and material to be requisitioned.
L-M	Aircraft type, and "BU. NO. _____". Pilot will insert the Naval Air Systems Command aircraft number.
N-O	Purpose for which the DD Form 1348 is to be used, and the aircraft Type Equipment Code (TEC).

DD FORM 1348 PRETYPED FOR FLIGHT PACKET

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NOTE: Shaded areas will be completed by activity furnishing requested material.

b. Standard Form 44. The following information will be pretyped in Standard Forms 44 included in flight packets (see sample on following page).

Data block/  
Card columns

Entry

ORDER NO.

Service designator code and UIC of the squadron or other unit to which the aircraft is assigned, and the serial number of the purchase order. (The Julian date in the order number will be entered by the squadron Supply Officer when the form is returned.)

FURNISH SUPPLIES  
SERVICES TO

Service designator code, UIC, and name of the squadron or other unit supporting the aircraft; the aircraft type; and "Bu. No."

AGENCY NAME AND  
BILLING ADDRESS

Mailing address of the Defense Finance Accounting Service (DFAS) to which the Standard Form 44 will be forwarded for payment.

PURPOSE AND  
ACCOUNTING DATA

Accounting data applicable to the purchase; however, the Julian date portion of the accounting spread will be left blank.

NOTE: Type commanders' instructions may require additional data to be pretyped on forms provided in a flight packet.



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(1) ensure the DD Form 1348 contains the proper Fund Code/Advice Code for the type of material that is ordered and received;

(2) print his name, rank/rate, and social security number in data block B, and the Naval Air Systems Command aircraft bureau number (Bu. No.) in data blocks L-M;

(3) ensure the legibility of entries in the green and hardback copies returned to him with the material or service; and, upon return to his home station, he will;

(4) submit the green and hardback copies to the supply or material control officer of his aviation unit.

c. Responsibility of the Issuing Activity. Upon receipt of DD Forms 1348 from the pilot, the issuing activity will enter the following information:

<u>Data block/ Card columns</u>	<u>Entry</u>
A	Service designator code, UIC, and name of issuing activity
4-6	Issuing activity's routing identifier code (if assigned)
8-22	NSN, NICN, or part number of item issued
23-24	Unit of issue
25-29	Quantity supplied
36-39	Julian date of the transaction
T-U	Unit price and total price

The Issuing activity will process requisition as a lateral support and returns the green and hardback copies of each DD Form 1348 to the pilot, and will retain the original and remaining copies.

d. Responsibility of the Supply Officer. Upon receipt of the green and hardback copies of DD Form 1348 forwarded by the operations officer, the aviation unit Supply Officer (or material control officer if a Supply Officer is not assigned) will insure that:

(1) the hand scribed entries are reviewed for legibility, completeness, and accuracy;

(2) the obligation is recorded in the Requisition/OPTAR Log;

(3) the green copy is placed in OPTAR File 1 pending the next transmittal of obligation documents to DFAS

(4) the hardback copy is retained in the completed requisition file.

(5) for SUADPS-RT/RSUPPLY activities - the obligation is forwarded for processing in SUADPS-RT/RSUPPLY

## 2. AVIATION FUELS AND LUBRICANTS

a. Procurement Documents. The DD Form 1896 (white Identaplate) or Identaplates, plastic identification cards, are embossed with specific aircraft and billing information. An Identaplate may be presented by an ordering official prior to refueling on military installations or foreign military bases only. The identaplate, which is included in the flight packet, will be presented to the issuing activity for imprinting appropriate identification and billing data in a DD Form 1898 (Avfuels Into Plane Contract Sales Slip), or in AF Form 1994 (Fuels Issue/Defuel Document) if the supply source is an Air Force activity.

b. Responsibility of the Issuing Activity. After imprinting the "issue slip" (DD Form 1898 or AF Form 1994), the refueling operator will:

- (1) enter the quantity and unit price of the fuel/lubricant provided;
- (2) sign the issue slip in the space provided for the refueler's signature;
- (3) obtain the entries required of the aircraft pilot or crew chief (see par. 3332-2c);
- (4) provide the aircraft pilot with one copy of each issue slip;
- (5) deliver the original and remaining copies of the issue slip to the issuing activity's fiscal office for inter service or intra service billing, as appropriate.

c. Responsibility of the Pilot. When fueling/lubrication of the aircraft is finished and the refueler has completed his entries in the issue slip (see par. 3332-2b), the pilot will:

- (1) sign the issue slip in the space provided for the customer's signature;
- (2) print his name, rank/grade, social security number, and organization in the spaces provided for such entries;
- (3) insure the legibility of imprinted and hand scribed entries;
- (4) obtain one copy of the completed issue slip for delivery to the operations officer of his aviation unit.

d. Responsibility of the Operations Officer. When an aircraft returns from an extended flight, the operations officer of the aviation unit to which the aircraft is attached will:

- (1) obtain and review the copies of issue slips (DD Forms 1898 and/or AF Forms 1994) returned by the aircraft pilot;
- (2) forward the issue slips to the aviation unit Supply Officer (or material control officer if a Supply Officer is not assigned).

e. Responsibility of the Supply Officer. Upon receipt of the issue slip(s) forwarded by the operations officer, the aviation unit Supply Officer (or material control officer if a supply officer is not assigned) will insure that:

- (1) the hand scribed entries are reviewed for legibility, completeness, and accuracy;
- (2) the obligation is recorded in the Requisition/OPTAR Log;

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(3) the issue slips are held in an "Unmatched Fuel Documents" file until listed in a Summary Filled Order/Expenditure Difference Listing (SFOEDL) (after the issue slips are listed in a SFOEDL and any required price adjustments are entered in the Requisition/OPTAR Log, the issue slips will be annotated and placed in the completed requisition file in the manner prescribed by the cognizant Type Commander);

(4) on the 15<sup>th</sup>, and/or last day of each month, a DD Form 1348 (MVO) is prepared as an obligation document to cover the aviation fuel and lubricating oil costs and price adjustments entered in the Requisition/OPTAR Log in the preceding 10 day period (all such MVO obligation documents submitted in a single fiscal year are assigned the same document number, which consists of the service designator code and UIC of the chargeable aviation unit; the Julian date of the first day of the fiscal year; and "F0" followed by the last two digits of the fiscal year (e.g., R09707/6275/F097)).

(5) the green copy of the obligation document is included with other obligation documents transmitted to DFAS, and the hardback copy is placed in the completed requisition file.

(6) for SUADPS-RT/RSUPPLY activities - the obligation is forwarded for processing in SUADPS-RT/RSUPPLY

f. When constructing document numbers for billing purposes, the following procedures apply: The serial number on Navy aircraft will always be the last four digits of the pre-printed serial number on the AVFUELS issue slip (DD Form 1898). Serial numbers used for other DOD aircraft will always be the last four digits of the tail number of the aircraft being refueled. It is essential that required structures are used to permit accounting activities to liquidate obligations.

### 3. BILLING

a. Inter-departmental. Billings for materials and services issued by the Army, Air Force, and other government departments to fleet aircraft on extended flights are accomplished by summary billing transactions which are submitted monthly to DFAS San Diego and/or Norfolk, as appropriate. Each summary billing transaction is accompanied by related detail material billing transactions (one for each receipted DD Form 1348, DD Form 1898, or AF Form 1994 held by the billing office). Summary billing transactions may also be accompanied with an ADPE list of the data included in the detail transactions.

b. Intra-departmental. Charges for materials issued by Navy activities to fleet aircraft on extended flights are submitted to DFAS San Diego and/or Norfolk, as appropriate, in a NAVCOMPT Form 2051 (Labor Roll/Material Charges and Credits), and in a NAVCOMPT Form 2074 (Report of Fund Authorization Charges) or an equivalent ADPE list. NAVCOMPT Forms 2051 are submitted monthly. NAVCOMPT Forms 2074 are submitted monthly by nonautomated activities, and are accompanied with a receipted copy of each related DD Form 1348 and/or DD Form 1898. ADPE lists are submitted three times each month by automated activities using the Uniform Automatic Data Processing System (UADPS), and monthly by all other automated activities. ADPE lists are accompanied with a NAVSUP Form 1162 (Financial Detail Card) for each receipted DD Form 1348 and/or DD Form 1898 held by the issuing activity.



**3333 PROCUREMENT FROM COMMERCIAL SOURCES****1. STANDARD FORM 44**

a. General. Unless a DD Form 1896 or 1897 is required in accordance with par. 3333-2, supplies and services required to enable aircraft to continue assigned missions while on extended flights away from their home station may be purchased with the Standard Form 44 (see Joint Federal Travel Regulations, pars. U4145-U4240 for details concerning entitlement for personnel reimbursement for food and lodging). The cost of repairs and services is limited to \$2,500 for each transaction, with the exception of aviation fuel oil purchase, which is limited to \$50,000. Verbal competition will be obtained when practicable and the order will be placed with the firm quoting the lowest price for satisfactory delivery. If needed repairs, material, or services are expected to cost more than \$2,500 (\$50,000 for aviation fuel oil), the pilot will request instructions from his Commanding Officer by telegraph or telephone. If the Commanding Officer approves the total cost, the activities Supply Officer (or material control officer if a supply officer is not assigned) will then prepare a DD Form 1348 for the estimate and will submit it to the nearest activity with contracting authority sufficient to cover the expected cost. (Ferry pilots will contact the Commanding Officer of the activity to which the aircraft is assigned.)

**b. Processing Instructions**

(1) Responsibility of the Pilot. The pilot, copilot, or crew chief will be responsible for:

(a) entering on the Standard Form 44 the NAVAIR aircraft number and the Julian Date in the Order Number block and Accounting Data block;

(b) requiring the dealer to enter on the Standard Form 44 a brief description of the material and services furnished, the unit price and extension, the name and address of the dealer, and the signature of the dealer or the dealer's representative;

(c) insuring that charges for officer's quarters, enlisted quarter's, and enlisted subsistence are shown separately, and that the names, rates, and permanent duty stations of enlisted personnel receiving subsistence are entered;

(d) printing name, serial number, rank or grade, and signing the procurement document as evidence of receipt of supplies or services; presenting copies 1 and 2 of the Standard Form 44 to the dealer at the time of the purchase and instructing the dealer to submit copy 1 as an invoice (or attach a commercial invoice to copy 1) to the disbursing activity indicated in the block entitled "Agency name and billing address";

(e) submitting the remaining copies of the Standard Form 44 to the squadron Supply Officer or Material Control Officer.

(2) Responsibility of the Squadron Supply Officer. The Squadron Supply Officer will check the Standard Form 44 for accuracy and completeness of accounting information and distribute the remaining copies as follows:

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(a) Copy 4 will be matched with the issue request document, which initiated the purchase. When the issue request document has been adjusted (if required), a DD Form 1348 money value only (MVO) will be prepared as an obligation document in accordance with par. 3056. Copy 4 of the Standard Form 44 will be attached to the hardback copy of the DD Form 1348 and, after the obligation and material receipt date have been posted to the Requisition/OPTAR Log, both documents will be filed in the material completed file.

(b) Copies 3, 5 and 6 may be used locally, as required, or destroyed. For SUADPS-RT/RSUPPLY activities these copies will be forwarded for SUADP-RT/RSUPPLY processing.

**2. DD FORM 1896**

a. Invoicing and Payment. Contractors who furnish into plane deliveries of fuels and lubricants under a DESC contract will submit their invoices, in quadruplicate, directly to the Defense Logistics Agency Support Center (MF), Cameron Station, Alexandria, VA 22314 for payment. In every case, the invoice will be supported by a receipted copy of the applicable DD Form 1898, or other delivery form.

b. Obligation Document. When into plane deliveries of fuels and lubricants are purchased under DESC contracts, the pilot (or his authorized representative) is responsible for ensuring that his receipted copy of the DD Form 1898 or other delivery form is promptly submitted to the squadron Supply Officer for preparation of an obligation document in accordance with par. 3332-2e(3). The DD Form 1348 (MVO) will be prepared to reflect DESC contract prices, not FEDLOG prices, for the items purchased.

**3334 AIR CARD**

1. GENERAL. The AIR card is the only authorized card used to purchase aviation fuel, fuel related supplies, and ground services for DOD owned/leased aircraft from DESC Into-plane contract and non-contract locations. It is mandatory that the AIR card be used at all DESC into-plane contract locations, (replacing the Identaplate (DD Form 1896)). A current list of Air Card participating FBO's is available through the Internet at [https://www.airseacard.com/cgi-bin/airsea\\_website/fbo\\_locator.cgi](https://www.airseacard.com/cgi-bin/airsea_website/fbo_locator.cgi).

2. ACCOUNTABILITY. AIR Card(s) assigned to the aircraft must remain with the aircraft since the AIR Card is embossed with that aircraft's tail number (BUNO). The only exception to this rule is the "Any ACFT" cards. These cards are assigned to the unit/wing/squadron and should remain in the unit/wing/squadron's possession.

a. When transferring aircraft to a depot or contractor for rework, it is the responsibility of the owning activity to maintain accountability of the AIR card. If fuel or services are purchased with the assigned AIR card while the aircraft is in rework status, the activity having permanent custody will be responsible for all related charges incurred by the use of the AIR card.

b. When transferring aircraft to the Aerospace Maintenance and Regeneration Center (AMARC) for storage, the assigned AIR card must be canceled.

3. PROCEDURES. The Air Card is used like any credit card. After purchasing fuel from a commercial FBO, the Aircrew Commander will retain all receipts for turnover to the squadron supply department/material control division. Active duty USN units will receive a weekly invoice from the contractor, reflecting the previous week's usage. The active duty USN units will certify and process the invoice like any other invoice (see NAVSUPINST 4200.85, Simplified Acquisition Procedures), retain copies, and forward to the appropriate DFAS activity for payment.

a. Responsibility of the Pilot. When fueling/lubrication of the aircraft is finished and the refueler has completed his entries, the pilot will:

- (1) sign the issue slip in the space provided for the customer's signature;
- (2) print his name, rank/grade, social security number, and organization on the back of the receipt;
- (3) insure the legibility of imprinted and hand scribed entries;
- (4) obtain one copy of the completed issue slip for delivery to the operations officer of his aviation unit.

b. Discrepancies or erroneous billings will be corrected as part of the normal reconciliation process. Separate invoices will be issued for fuel and non-fuel services. Inquiries can be directed to the Consolidated Card Program Management Division (CCPMD), Code SUP34, at [air\\_card@navy.mil](mailto:air_card@navy.mil) or [aircard@dla.mil](mailto:aircard@dla.mil).